

**East Asia and Pacific Summer Institutes (EAPSI)
Program with New Zealand**

HANDBOOK

**2008 Summer Institute in New Zealand
For U.S. Graduate Students in
Science and Engineering**

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I. INTRODUCTION

The East Asia and Pacific Summer Program in New Zealand in 2008 is jointly organized by the National Science Foundation (NSF) in the U.S. and the Royal Society of New Zealand. The program will be held during June 17 –August 15, 2008.

The summer program in New Zealand provides U.S. graduate students (U.S. citizens or permanent residents) in science and engineering first-hand research experience in New Zealand, an introduction to the science and science policy infrastructure of New Zealand, and orientation to the New Zealand culture. The primary goals of the program are to introduce students to New Zealand science and engineering in the context of a research laboratory, and to initiate personal relationships that will better enable them to collaborate with foreign counterparts in the future.

The program is administered in the U.S. by the National Science Foundation (NSF) (<http://www.nsf.gov>, <http://www.nsf.gov/div/index.jsp?org=OISE>) and the Royal Society (<http://www.rsnz.org/directory/international/eapsi/>). The Royal Society's involvement is possible, thanks to the financial support of the NZ Ministry of Research, Science and Technology (MoRST). The Royal Society coordinates the orientation, and also helps participants move to host institutions. The Royal Society will be the contact point for questions in various issues such as visas, host institutions, travel in New Zealand, and emergency while the participants are in New Zealand.

NSF Headquarters Office (Arlington)

Dr. Rick Nader, Program Manager

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II. PREPARATION

A. Host Institution and Researcher in New Zealand

You should remember that host researchers or institutions are not paid to host you. Therefore your technical contributions to their program will be most appreciated. Many former Summer Program participants became highly recognized professionals after graduation and continue their relationship with host researchers in many productive ways. A few tips regarding host institutions and research plans are provided below.

1. How to find your host institution and researcher in New Zealand

First, you need to talk to your research advisors or colleagues in your home institutions, who are active in the research areas of your interests. Some of them may already have contacts in New Zealand. You may also check recent journal papers or conference proceeding papers in the areas of your interests. You can identify New Zealand institutions and researchers from published papers. The Royal Society website also has a list of potential host institutions in New Zealand. If you find any institutions of your interest from the list, you may contact them to identify potential host researchers. If nothing works, contact the Royal Society staff for assistance in finding your host researcher.

2. What to discuss with your host researcher in New Zealand

Eight weeks pass very quickly, and every year participants in the summer program state that they wish they had another week or two to finish their research projects. They expressed that they "wasted" the first part of their stay discussing potential projects and not working on the actual project itself. Therefore you are encouraged to make an effort both to create a research plan and to discuss its viability with your host scientist before you depart to New Zealand. It is well worth the time and effort.

Research Plan

With your host researcher's agreement, you may choose to continue your on-going research work or you may choose to work on their on-going or new research project. If you choose to work on a new research topic, you may not be able to have tangible results at the end of the eight-week period. To make

your visit to New Zealand productive in research, you may want to do the following:

- Join one of the on-going projects in your host researcher's laboratory.
- Team up with one of the graduate students in their research group.
- Read their publications and understand their methods and approaches.
- Decide on the scope and weekly schedule of your work, consulting with your host researcher before you arrive in New Zealand.

Facilities

After your research plan is made, you should check with the host researcher to confirm that equipment, facilities, or materials required for your research will be available to you during your visit.

Other information

You may get the most useful information about how to survive in the host institution from other U.S. students, research staff, or visiting faculty who are currently there or have been there in the past. You may ask your host researcher to send you contact information about current or previous U.S. researchers in the host institution, if any. You may also ask for information about possible professional visits during your stay (see section B) and housing arrangements (see section F).

B. How to set up other professional visits

NSF encourages participants to visit laboratories outside of their host laboratory both to gain a broader understanding of the New Zealand scientific community in their fields and to create contacts for future research collaboration. Four main resources for developing contacts in New Zealand are:

Your advisor, professors, and colleagues in the US

Make sure you consult with your department advisor and other appropriate individuals before you leave home and develop a list of researchers you would like to meet while in New Zealand. Letters of introduction provided by primary advisors to the New Zealand researchers are extremely useful in setting up research visits as this further solidifies potential research relationships.

Your New Zealand host scientist

Prior to your arrival, you should inform your host that you are interested in visiting other laboratories in New Zealand and ask them if they have suggestions as to which researchers would be beneficial for you to meet. If the host responds to this request, you can then politely ask if they would be willing to make the necessary introductions for you.

Publication search

When all else fails, a publication search can help identify New Zealand researchers within your field. In this case, you might send or fax a polite letter that introduces yourself, explains your research, and requests a visit while you are in New Zealand.

C. Passport and Visa

You will need a valid passport for travel to New Zealand. If you do not have a valid U.S. passport, application instructions and forms are available at the State Department website: http://travel.state.gov/passport_easy.html. You should apply early (2-3 months before travel). You can request expedited processing but this will incur an additional fee.

A *general work visa* will be required for the 8 weeks of the program, and for any additional time that you may wish to spend in New Zealand. Your application must include:

- A completed application form (NZIS 1015, see <http://www.immigration.govt.nz/migrant/general/formsandfees/formsandguides/work.htm>). *The Supplementary Employer Form (NZIS 1113) is not required.*
- A brief cover letter stating that you are a participant in the East Asia and Pacific Summer Institutes Program and that you are applying for a general work visa under policy WE1(b)
- A letter from the NSF stating that: (1) you have been selected to participate in the East Asia and Pacific Summer Institutes Program; (2) eight weeks of research in New Zealand is a requirement of the program; and (3) the NSF provides a stipend of US\$5,000
- A letter from your host researcher which: (1) confirms that a position is available for you; (2) identifies the title of your position (e.g. research assistant); and (3) notes that your living expenses will be covered by a grant from the Royal Society of New Zealand
- One passport-sized photograph
- Your actual passport – not a copy (the visa will be affixed to the passport)

- Flight itinerary
- A pre-paid, self-addressed courier envelope in order to return your passport and, where relevant, any original documents

No work visa fee is required for the holders of United States passports.

If you live in the following states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Wyoming or Washington State, you should apply to the Los Angeles office (<http://www.immigration.govt.nz/branch/LosAngelesBranchHomepage/location>). If you live outside of these states, you should apply to the Washington DC office (<http://www.immigration.govt.nz/branch/WashingtonBranchHome/location>).

D. International Air Travel

The NSF-contracted travel agency, SATO Travel, will provide each participant with a round-trip economy class ticket between the major airport nearest their U.S. city of residence and New Zealand. Participants will be advised by e-mail when and how to contact SATO Travel to make travel international reservations.

DO NOT PURCHASE ANY TICKETS ON YOUR OWN; NSF WILL NOT BE ABLE TO REIMBURSE YOU.

There are important Federal Government and NSF travel guidelines and restrictions:

Tickets are government-purchased and issued on U.S. carriers according to the Fly America Act: <http://www.tvlon.com/resources/FlyAct.html>

Tickets will be issued at non-restricted, federal government fares. Travelers are typically authorized to travel round-trip from their domicile (permanent home address or academic institution) to New Zealand only.

Tickets will be issued electronically (e-tickets) approximately three (3) days prior to departure.

There are designated contract carriers for the U.S. government for specific cities and routes, and SATO Travel is required to issue tickets through the designated airlines, if possible. Do not expect SATO travel to enter "frequent flyer" numbers or any other services.

Please notify the RSNZ as soon as your flights are confirmed.

E. Stipend

NSF's US\$5,000 Stipend

An official NSF award will be issued by the Division of Grants and Agreements. The award notification will include instructions about how to request electronic transfer of the US\$5,000 stipend.

As a recipient of the US\$5,000, you must make sure that you will not be double-funded from NSF sources. This restriction applies to ANY federal source. You must consult with your advisor, your fellowship coordinator, or contact NSF to verify this. For example, if you are the recipient of a NSF Graduate Fellowship Award, you should consult with your university's Coordinating Official (CO) for the Graduate Fellowships. The CO should then contact NSF's Fellowship Program Officer. Questions concerning tax liabilities cannot be answered by NSF and should be directed to the Internal Revenue Service. If you will continue to receive Graduate Fellowship funding during the Summer Institute period (the usual case), then you will be issued a zero dollar NSF Summer Institute award (no \$5,000 stipend) and will receive the airline ticket and in-country expenses through the Summer Institute program.

Living Allowance in New Zealand

NZ\$3,360 living allowance and insurance fee for each participant will be provided by the Royal Society. During the orientation period you will receive your living allowance (about NZ\$3,000) after the insurance fee has been deducted. You will be responsible for expenses such as lodging and meals in your host institution, transportation, and incidental expenses.

You need to take at least US\$500 to cover incidental (and any unexpected) expenses until you receive the Royal Society stipend. You are advised to exchange at least US\$300 to New Zealand Dollars at the Auckland International Airport.

F. Housing Arrangements

You should ask your host scientist in advance for detailed information about housing facilities and arrangements in the host institution, such as international lodging or dormitories. You must note that some institutions may not have enough housing facilities. You must make payments for the lodging at your host institution according to their rules and procedure. If you will make your own housing arrangement other than the lodging facilities at

the host institution, you need to notify your host institution as soon as possible.

During the orientation period, you will stay at the Kingsgate Portland Hotel at 24 Hawkestone Street, Thorndon, Wellington.

G. Insurance

You are required to purchase the insurance arranged by the Royal Society. The insurance will cover doctor's charges, including in hospital, hospital expenses, pharmaceutical costs and emergency ambulance costs. It is possible to get extras coverage that includes dental services, physiotherapy and more. The insurance does not cover pre-existing conditions. Details of the insurance coverage and claims procedure will be provided during the orientation period. The insurance premium (approx. NZ\$300) will be deducted from your Royal Society's stipend.

H. Health and Safety

For your health, generally, consider the following, as appropriate:

If you wear eyeglasses or contact lenses, bring an old pair of glasses and a spare set of contact lenses with you for backup. You may also wish to bring a copy of your corrective lens prescription in the event you must have glasses made. Please don't count on finding your specific brands of eye care products overseas--take them with you.

Advise your personal physician of your trip (destination and time abroad). Ask your health provider to review your vaccination record and any other medical needs you might have. You should do this at least 4-6 weeks prior to departure. The U.S. Government's Centers for Disease Control and Prevention (CDC) maintain a traveler's website with health information and travel advisories; the URL is <http://www.cdc.gov/travel/eastasia.htm>.

If you take prescription medications regularly, and will be traveling with prescription drugs, please bring a signed script or letter from your physician indicating your medical need(s) for the drug and identifying the drugs you will possess in-country. Some of you may have further considerations, too. If you are diabetic (with insulin and syringes) or allergic (with epinephrine pens for anaphylaxis) you should look into the requirements for international travel with these paraphernalia.

Various travel safety information and guidelines can be accessed at: http://www.firstgov.gov/Topics/Usgresponse/Travel_Safely.shtml. You are also encouraged to register your trip to New Zealand at <https://travelregistration.state.gov/ibrs/>

III. TRAVEL AND LOGISTICS

A. Arrival on June 17, 2008

All the participants in the Summer Program are expected to arrive in New Zealand on June 17, 2008 and travel onto Wellington on the same day. If you plan to arrive prior to the start date, please notify Mr. Eddie Davis of RSNZ and Dr. Andrew Backe of NSF.

B. Day to Day Schedule

On June 17 you will fly to Wellington, where you will stay for the Orientation Program. Please notify the Royal Society representative of your flight schedule so that you can be met and transferred to your hotel upon your arrival at the Wellington Domestic or International Airport.

The Royal Society will provide day-to-day logistic support during the Orientation. The Orientation Program will be held at the Royal Society.

The Summer Program schedule is summarized in the following table:

Dates	Location	Activities	Housing
6/17 (Tues)	Wellington	Wellington	Kingsgate Portland Hotel
6/18 (Wed)	Wellington	Welcome and introduction Dinner	Kingsgate Portland Hotel

6/20 (Fri)	Host Institution	Move to host institution	Housing facilities of the host Institution
8/15 (Fri)		Finish	Housing facilities of the host Institution

IV. COMMUNICATING AND REPORTS

It is important to keep the RSNZ, your New Zealand host, and the EAPSI Program Specialist in Arlington apprised of any changes or requests in your plans. If there are problems during the stay in New Zealand, please cc KEY PERSONS:

Dr. Andrew Backe abacke@nsf.gov

Mr. Eddie Davis eddie.davis@rsnz.org

Cc your New Zealand host and U.S. advisor

RSNZ Report

All participants are requested to submit a report on the research work carried out during the program. The report is to be written on A4 size paper and submitted to the Royal Society no later than September 15, 2008.

NSF Report

Participants are required to submit a Final Report to the NSF East Asia and Pacific Program of NSF no later than December 1, 2008. Instructions on submitting the NSF Final Report will be provided.

V. OTHER USEFUL INFORMATION

1. The fellowship will not be given to the participants if:
 - (a) a false statement is found in the application documents.
 - (b) an applicant's participation is cancelled by the host location.

2. You are strongly encouraged to keep your host researchers/advisors advised of progress in your application status and build mutual expectations about your research plan.

Other useful information can be obtained from the following web sites:

The Royal Society of New Zealand homepage	http://www.rsnz.org
New Zealand Embassy in Washington	http://www.nzembassy.com/usa
New Zealand Consulate General in Los Angeles	http://www.nzcgl.com/new/index.php
Summer Program alumni	http://www.nsftokyo.org/sp2002fel.htm